



Seeking a highly motivated professional to join the Lafayette Team.

This is a challenging job in a great city!

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Recreation Coordinator/Supervisor

An Outstanding Opportunity

The charming and upscale City of Lafayette (pop. 24,000) is looking for an energetic, personable professional that is passionate about recreation and fun. The successful candidate will be offered a position as either a Coordinator or Supervisor dependent upon his or her prior experience and demonstrated skills.

The Parks, Trails & Recreation Department consists of six parks, seven neighborhood trails, a community center and a variety of recreation programs for all ages and interests. Nestled amongst beautiful oaks next to a creek, the Community Center is a hub of activity every day of the week. It's a place where parents can enroll toddlers in safe, loving activities; where older adults can experience educational, healthful activities; where teens can attend drug & alcohol free events; and where people can choose the fitness program that suits them best, paint, train their dogs, sculpt, stretch, play guitar, dance, and have their chi strengthened. Lafayette Community Center customers wear sweats, tu-tus, T-shirts, cowboy boots, roller-blades and big smiles!

This is a great opportunity to get involved in the management and development of Parks & Recreation programs in a community that values quality and excellence.

The Position

The Recreation Supervisor/Coordinator will report to the Parks & Recreation Director and under general supervision perform a variety of functions including:

- ◆ Recruit, select, train, and evaluate part-time recreation staff, program leaders, and aides.
- ◆ Oversee program registration, production and distribution of program brochures and publicity.
- ◆ Develop, coordinate, and schedule the daily operation of recreation fee classes, special events and teen programs.
- ◆ Assist in planning and developing new classes as well as organizing special events and trips.
- ◆ Evaluate operations of recreation programs to make recommendations for positive change; prepare program budgets..
- ◆ Provide staffing for the Lafayette Youth Commission.
- ◆ Participate in the day-to-day business operations e.g. assisting with registrations and counter support.
- ◆ The Recreation Supervisor may also have additional supervisory responsibilities for other programs and personnel.



The Ideal Candidate

The City is seeking a high energy professional who is self-motivated, creative, and enthusiastic. Exceptional communication skills and knowledge of sports and recreational activities, group dynamics and the ability to implement safety/disciplinary practices for group events are required. Candidates for the Coordinator position should have at least a two year degree or equivalent education from an accredited educational institution with major coursework in recreation or a related field and two years of experience in a recreation oriented setting. Candidates for the Supervisor position should have a degree from a four-year college or university with major coursework in recreation administration, public or business administration, or a related field and four years of responsible recreational programming experience, including one year of lead or supervisory experience.

Compensation & Benefits

The salary range is \$53,364 - \$70,200 for the Coordinator position and \$70,596 - \$84,972 for the Supervisor position depending on experience and qualifications. Lafayette also provides an attractive benefits package that includes:

- ◆ A 401-A retirement plan with City-paid monthly contributions of 10% of salary with the option of a 5% match as well as participation in social security. **Lafayette does not participate in PERS.**
- ◆ City-subsidized health and dental insurance at 95% of cost as well as life insurance and disability insurance; in lieu contribution of 15% of salary for those who have alternative health care.
- ◆ 12 paid holidays, 10 days of administrative leave (Supervisor position), and up to 20 days of annual vacation, depending on tenure.
- ◆ Challenging, interesting work; opportunities for innovation and creativity; family friendly policies; a flexible work environment; and casual dress.

Application & Selection

The final filing date is **September 9, 2016**. To be considered, you must submit a City of Lafayette Employment Application, plus relevant materials that amplify your qualifications. Please apply online at www.lovelafayette.org/jobs. Email TRobinson@lovelafayette.org for questions.

Following the filing date, resumes will be screened and candidates with the most relevant qualifications will be invited to interviews the last week in September with an anticipated start date in mid-October 2016.